



King County
DATABASE ADMINISTRATOR – SENIOR
DEPARTMENT OF JUDICIAL ADMINISTRATION
Annual Salary Range: \$66,474 - \$84,260
Job Announcement: 05WM5305
OPEN: 11/14/05 CLOSE: Open Until Filled

WHO MAY APPLY: This position is open to all qualified career service employees who are members of IFPTE Local 17 Information Technology Employees Bargaining Unit, qualified career service employees, and the general public. Special consideration will be given in that order.

WHERE TO APPLY: Required forms and materials **must** be sent to: **Department of Judicial Administration, Attention Technology Division Manager, 516 Third Avenue, E-609, Seattle, WA 98104** or submitted via email to DJAjobs@metrokc.gov. Application materials must be received by 4:30 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) **PLEASE NOTE:** Applications not received at the location specified above and those that are not complete may not be processed.

FORMS AND MATERIALS REQUIRED: A [King County application form and data sheet](#), resume, a written response to the supplemental questionnaire on this announcement and a letter of interest detailing your background and describing how you meet or exceed the requirements. Application forms may be found at: <http://www.metrokc.gov/ohrm/jobs/JobApplications.htm>.

WORK LOCATION: King County Courthouse, 516 3rd Avenue, Seattle Washington and/or Regional Justice Center, 401 4th Avenue North, Kent Washington.

WORK SCHEDULE: This position is exempt from the provisions of the Fair Labor Standards Act, and is not overtime eligible. Work schedule is normally Monday through Friday, 8:00 a.m. – 5:00 p.m. May be required to work extended and/or flex scheduled work hours to respond to service needs.

PRIMARY JOB DUTIES INCLUDE: This position is responsible for all aspects of database design, development, and administration for multiple large scale relational database systems, including multiple installations of SQL Server 2000, in support of the Department's core business systems, including high-volume transactional databases supporting the Electronic Court Records, EFiling, and Case Scheduling systems. The primary job functions of this position include:

- Collaborate with business and technical users to gather, analyze, and communicate database system requirements.
- Design, implement, and maintain large-scale transactional databases and design the organizational data architecture.
- Implement and administer databases and relational database management systems.
- Extend RDBMS functionality and author software using data definition and manipulation languages and procedural languages, including T-SQL, C#, and VB.NET.
- Support software development projects, administer test and development systems, assist application developers in the design and development of database-related functionality.
- Troubleshoot and resolve service issues or system failures.

Specific duties may include:

- Work with clients to determine database business requirements; analyze database business requirements and create functional design specifications
- Define project schedules, estimates and priorities, may coordinate the work of a technical team on a project specific basis
- Perform systems planning and research, including evaluations and recommendations of hardware/software configurations; recommend vendor selection
- Develop, administer, and ensure compliance with standards
- Define overall data architectures for systems
- Develop both physical and logical data models
- Perform data analysis, database design and development for support of databases, data warehouses, and database conversions
- Perform database administration including performance monitoring and adjusting, files maintenance, user interfaces, database files backup, restore, and recovery processes, security, capacity management, data modeling, storage, storage, and user access
- Develop, administer and ensure compliance with standards
- Maintain and enhance backup-up procedures; ensure the security and integrity of databases
- Perform data dictionary and libraries administration
- Audit database systems and resolve database performance issues, database capacity issues, replication and other data issues.
- Perform database install and upgrades
- Document systems and changes, programs, integrity rules, and user access
- Maintain, modify, or develop applications, interfaces, and related systems in support of databases and/or data retrieval; administer data related software.
- Develop stored procedures to assist in managing data; develop data constraints based on business needs.
- Provide consulting and technical support for application programmers, systems analysts, management, clients, and users.
- May serve as a Subject Matter Expert for a particular technology or as a technical expert on assigned systems.
- Analyze database, database applications and other systems to determine the sources of problems; serve as liaison with vendors in resolving problems.
- May be called upon to provide support for service issues or failures at any time.
- Additional duties as assigned.

QUALIFICATIONS: Successful candidates must possess an advanced knowledge of information systems, processes, techniques and computer technology principles. Requirements include:

- A minimum of 5 years work experience in information technology.
- A minimum of 3 years work experience as a Microsoft SQL Server database administrator.
- A minimum of 1 years work experience managing multiple database server installations.
- Demonstrated experience in database design and data or process modeling.
- Extensive knowledge of Transact-SQL and demonstrated experience developing complex stored procedures.
- Working knowledge of Microsoft .NET technologies and demonstrated experience developing software in the .NET environment.
- Working knowledge of information system life cycle development techniques; including analysis, design, development, implementation, maintenance, documentation, and training procedures and practices.

- Strong teamwork skills and customer service orientation.
- Strong oral and written communications skills, including developing technical documentation and communicating technical information to a non-technical audience.

DESIRABLE QUALIFICATIONS:

- MCDBA or equivalent certification.
- MCSD or equivalent certification.
- SQL Server 2005 training or experience.
- Visual Studio 2005 training or experience.
- XML Schema design experience.
- Experience with PowerDesigner, ERwin, Systems Architect or similar database and process modeling and design tools.
- Experience in application of the Zackman Framework and the Rational Unified Process or their equivalents.

SELECTION PROCESS: Applications will be screened for qualifications and clarity. The most competitive applicants may be invited to an interview.

UNION MEMBERSHIP: This position is represented by IFPTE Local 17 Information Technology Employees Bargaining Unit.

CLASS CODE: 8790 SEQ NO.: 0257

SUPPLEMENTAL QUESTIONNAIRE:

Database Administrator – Senior

Job Announcement:

Provide a concise written response to each of the following questions. Print your name at the top of each page you submit.

Supplementary Questions

1. Database development, including the creation and maintenance of complex stored procedures, typically written in T-SQL, is a significant requirement of this position. Describe your experience and identify what steps you typically follow in creating and testing stored procedures.
2. This position requires significant skills in database design, including conceptual, logical, and physical modeling, entity-relationship diagramming, and the production of technical documentation and functional specifications. Describe your experience with these activities, including any tools used or methodologies followed.
3. Describe your experience gathering user requirements and performing business process modeling, including any tools used or methodologies followed.
4. This position includes responsibilities for the administrative management of multiple instances of Microsoft SQL Server, including routine maintenance activities such as backup and recovery, system monitoring, security enforcement, and performance optimization. Describe your experience functioning as an administrative DBA.
5. Describe your experience with database reporting tools such as Crystal Reports or SQL Server Reporting Services. Also describe your experience with extract-transform-and-load (ETL) activities using technologies such as bulk-import or DTS.
6. If you have experience with designing or managing database systems that span more than one physical server (e.g. technologies such as log-shipping, clustering, federated databases), describe that experience.
7. If you have experience designing or managing data warehouses or data-marts, describe that experience.
8. This position requires intermediate software coding skills in C# or VB.NET and the ability to create both web and native client applications in the Microsoft .NET environment. Describe an object-oriented client-server or multi-tier application you've developed in such an environment where you were the sole programmer.
9. Describe a software development project in which you were not the sole programmer. What was your role, how was work coordinated between team members, and what application development lifecycle model was used?

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